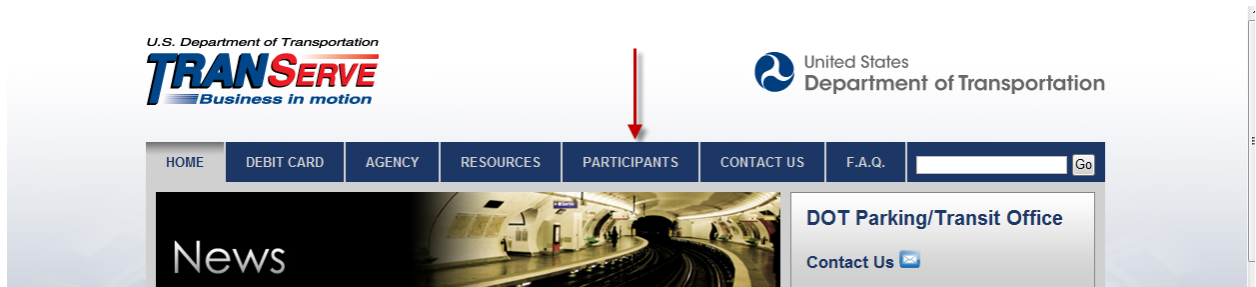# TRANServe Electronic Transit Benefit System Access
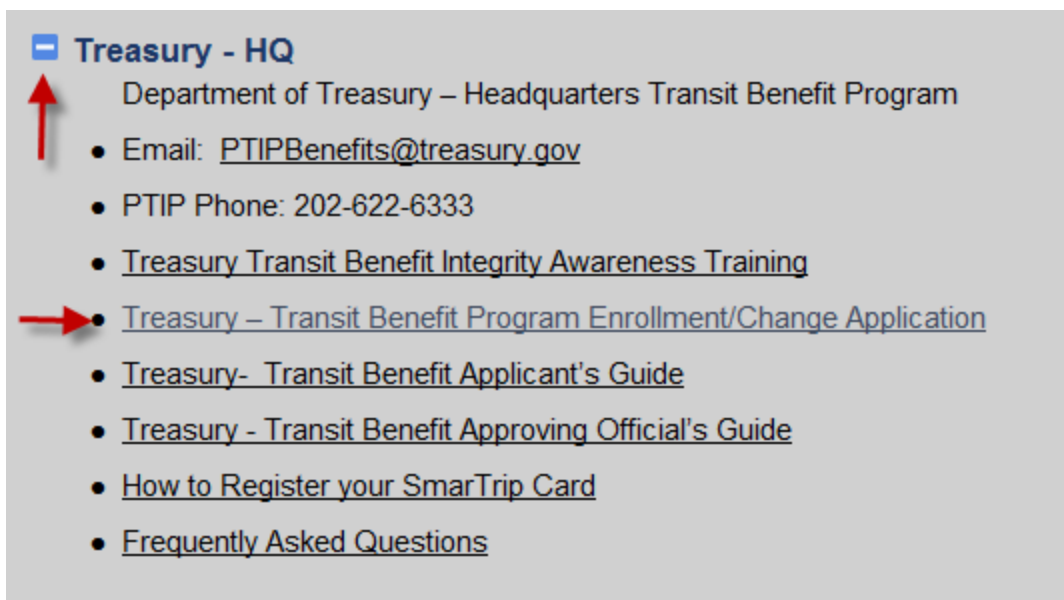
## Is this your First Time?

You must create a User Name and Password

1) Go to: http://transerve.dot.gov/

2) Open the "Participants" Page



3) Click "Treasury"

4) Click "Treasury – Transit Benefit Program Enrollment/Change Application "

5)  Enter your **Government** email address, then click "Register"



6)  Enter your Name, as it appears on your Gov't ID
7)  Select "TRE-HQ" from the Agency/Mode drop down box
8)  Enter your office phone number
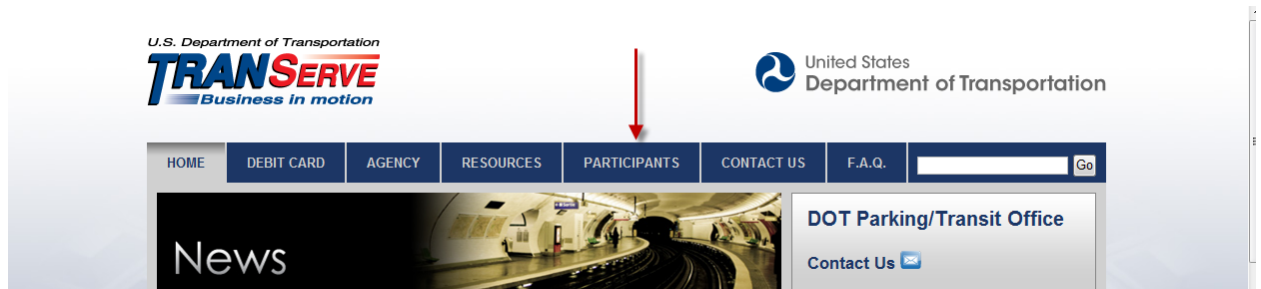9)  Enter a Hint to help you remember your password

# Remember you only need to register once
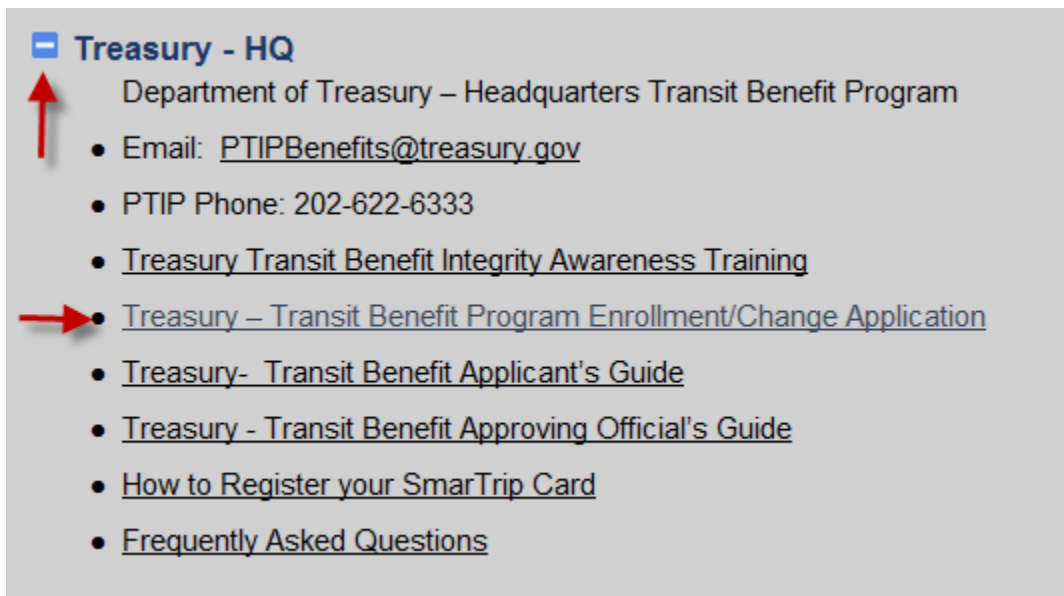
# A temporary password will come via email

10) Repeat steps 1-4
11) Click "Log In"

# Did you forget your password?

1) Go to: http://transerve.dot.gov/

2) Open the "Participants" Page



3) Click "Treasury" then

4) Click "Treasury – Transit Benefit Program Enrollment/Change Application "

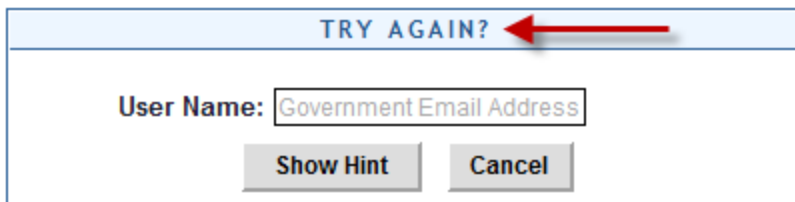5) Enter your **Government** email address

6) Click "Forgot Password

**LOG IN**

| | |
|---|---|
| *User Name: | Enter Gov't Email address |
| *Password: | |

Log In

NOT REGISTERED YET? Register
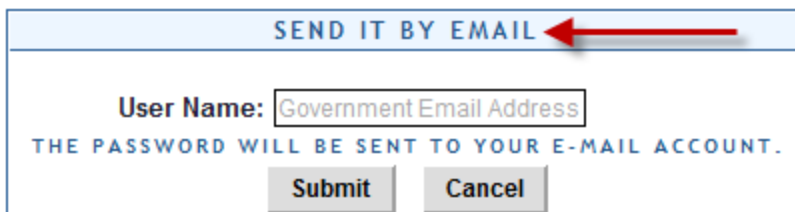
7) Enter your **Government** email address to either "Try Again" or "Send it by Email"

**TRY AGAIN?**

User Name: Government Email Address

Show Hint    Cancel

**SEND IT BY EMAIL**

User Name: Government Email Address

THE PASSWORD WILL BE SENT TO YOUR E-MAIL ACCOUNT.

Submit    Cancel

Return to Login Page

8) Click "Return to Login Page